

DOMESTIC VIOLENCE RESTRAINING ORDERS

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Domestic Violence Restraining Order (CLETS)

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Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

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GENERAL INFORMATION

GENERAL INFORMATION

You must obtain a free Domestic Violence packet from the Clerk's Office before you begin. The packet contains instructions and information that are very important to the completion of these forms.

All forms must be typed and submitted the original with two copies.

1. **WHAT IS A DOMESTIC VIOLENCE RESTRAINING ORDER?** It is a court order that helps protect people from abuse.
2. **WHAT IS ABUSE?** Abuse means to: hit, kick, hurt scare, throw things, pull hair, push, follow, harass, sexually assault, or threaten to do any of these things. Abuse can be spoken, written, or physical.
3. **CAN I GET A RESTRAINING ORDER?:** You can ask for one if:
 - a. A person has abused you AND;
 - b. You have a close relationship with that person;
 - 1) married, divorced, separated;
 - 2) dated or dating;
 - 3) * live together or used to live together;
 - 4) otherwise related – parent, child, brother, sister, grandmother, grandfather, in-law;

* You have to be more involved than just roommates.
4. **HOW SOON CAN I GET THE ORDER?:** The judge will decide whether or not to make the order within 24 hours. Sometimes the judge decides sooner.
5. **HOW WILL THE RESTRAINING ORDER HELP ME?** It can order the restrained person to:
 - a. Not contact or go near you, your children, other relatives, or others who live with you;
 - b. Not have a gun;
 - c. Move out of your house;
 - d. Follow child custody & visitation orders;
 - e. Pay child support.
6. **HOW LONG DOES THE ORDER LAST?** The first (temporary) order lasts until your next court date. At that time, the Judge will decide to continue

or cancel the order. The order could last for up to 3 years. Child custody orders last longer.

7. **HOW MUCH DOES IT COST?:** Nothing.
8. **DO I HAVE TO GO TO COURT?:** Yes. Go to court on the date the clerk gives you. If you do not, your order will end.
9. **DO I NEED A LAWYER?:** No, but it is a good idea, especially if you have children. A list of local agencies that provide assistance is located in the front of your packet.
10. **DO I NEED TO BRING A WITNESS TO THE COURT HEARING?:** No. But it helps to have proof of the abuse. You can bring:
 - a. A statement under oath, from a witness;
 - b. A witness;
 - c. Medical or police reports;
 - d. Damages to property;
 - e. A threatening letter, email or telephone message;

The judge may or may not let the witness speak at the hearing.

11. **WILL I SEE THE RESTRAINED PERSON AT THE COURT HEARING?:** If the restrained person comes to the hearing, yes. But that person does not have the right to speak to you. If you are afraid, tell the bailiff. The bailiff will make sure you are safe.
12. **CAN I BRING SOMEONE TO COURT WITH ME?:** Yes. You can bring someone to sit with you during the hearing. But that person cannot speak for you in court. Only you or your lawyer (if you have one) can speak for you.
13. **HOW WILL THE RESTRAINED PERSON KNOW ABOUT THE ORDER?:** Someone who is at least 18 – not you or anyone else protected by the order – must “serve”(give) him or her a copy of the order. The Sheriff’s Department will serve the papers for free and if the restrained person is in jail.
14. **WHAT IF THE RESTRAINED PERSON DOESN’T OBEY THE ORDER?:** Call the police. The restrained person can be arrested and charged with a crime.
15. **CAN I AGREE WITH THE RESTRAINED PERSON TO CANCEL THE ORDER?:** No. Only the judge can change or cancel the order.

16. **CAN THIS ORDER STOP THE OTHER PERSON FROM TAKING OUR CHILDREN AWAY?:** Yes. The judge can order the person named in the orders not to take the children out of California, or the county you live in, without your written agreement or another court order.
17. **WHAT IF I MOVE?:** Your restraining order works anywhere in the U.S. If you move out of California, contact your new local police and provide them with a copy of your order. If you want to move with your minor children, you need the other parent's permission or a court order. (There are some exceptions. Talk to a lawyer.)
18. **WHAT DOES (CLETS) MEAN?:** Throughout this paperwork you will see references to CLETS. California Law Enforcement Telecommunications System (CLETS) is a statewide law enforcement tool for tracking the existence of restraining orders in California so they can be enforced.

When your restraining order is filed, the Clerk automatically provides a certified copy of the Order to Show Cause to the Yuba County Sheriff for CLETS entry. The Proof of Service and Order After Hearing are also provided for CLETS entry.

Violations of this restraining order are subject to criminal penalties.

19. **NOTICE REGARDING FIREARMS:** Any person subject to a restraining order is prohibited from owning, possessing, purchasing or attempting to purchase, receiving or attempting to receive, or otherwise obtaining a firearm. Such conduct is subject to a \$1,000. fine and imprisonment.
20. **PROHIBITED PERSONS NOTICE FORM & POWER OF ATTORNEY FOR FIREARMS AND DISPOSAL:** This 4 page document is included at the back of the Domestic Violence Restraining Order packet and must be served on Defendant.

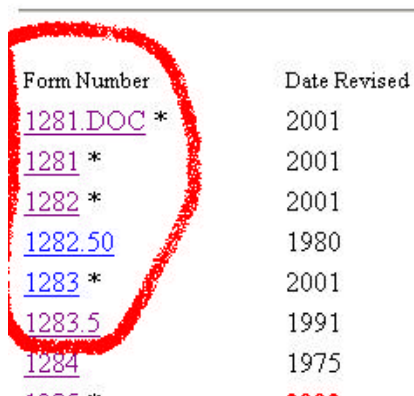
The packet is free from the Superior Court Clerk's Office in the main courthouse and is not available on the computer. You should pick up this packet so you have these important forms for service.

REQUEST FOR ORDER DV-100

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<u>1281.DOC</u> *	2001
<u>1281</u> *	2001
<u>1282</u> *	2001
<u>1282.50</u>	1980
<u>1283</u> *	2001
<u>1283.5</u>	1991
<u>1284</u>	1975

Double click left button on mouse



**To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE REQUEST FOR ORDER DV-100

COMPLETING THE REQUEST FOR ORDER, DV-100

TYPE THE FORM: You have followed the instructions for Accessing the Document and have the form DV-100, Request for Order on the computer screen in front of you. You are now ready to type the document.

MANDATORY FORMS: This document is used to tell the court the facts of your case and what orders you want the court to make. This form is mandatory and must be used.

FORMS REVISED – MADE EASY: These forms were revised effective January 1, 2003 to make them very easy to understand and fill out. For this reason this manual does not provide step by step instructions for completing each form.

COMPLETE ALL 4 PAGES: Complete each area filling in the information requested. You can use the TAB key to move from one field to another and SHIFT and TAB together take you back to the previous field.

This is a 4 page document make certain you complete each page carefully.

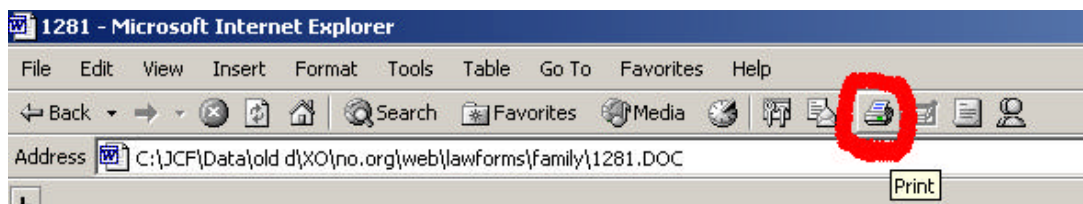
PRINT THE DOCUMENTS AND SIGN/DATE: Once you have completed the 4 pages, print the document using the instructions provided in the next section.

Make sure you date and sign the bottom of page 4.

**PROOFREADING, PRINTING AND
SAVING
YOUR DOCUMENT**

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS.**"
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

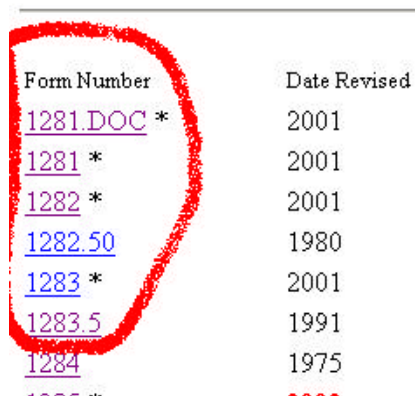
INSERT 4 PAGES REQUEST FOR ORDER DV-100 HERE

DESCRIPTION OF ABUSE DV-101

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **"JUDICIAL COUNCIL FORMS"** on the screen.
 - a. Move cursor over **"JUDICIAL COUNCIL FORMS"** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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<u>1283 *</u>	2001
<u>1283.5</u>	1991
<u>1284</u>	1975
<u>1285</u>	----

Double click left button on mouse



**To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

**COMPLETING THE
DESCRIPTION OF ABUSE
DV-101**

DESCRIPTION OF ABUSE, DV-101

FORM USED FOR: Item #21 on the Request for Order, you are required to describe the abuse. If you need additional space to describe what has happened, this form is used.

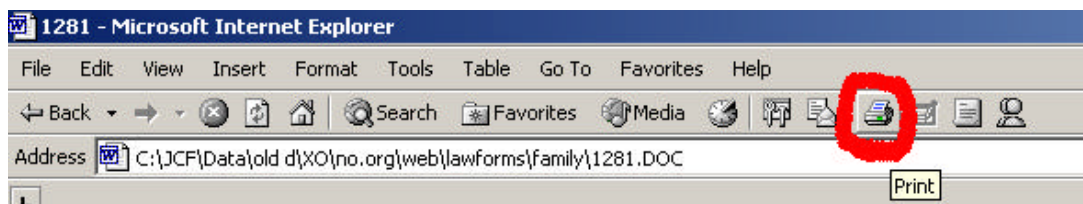
FORMS REVISED – MADE EASY: These forms were revised effective January 1, 2003 to make them very easy to understand and fill out. For this reason this manual does not provide step by step instructions for completing each form.

COMPLETE THE FORM, IF NEEDED: Complete this 2 page form and print it.

**PROOFREADING, PRINTING AND
SAVING
YOUR DOCUMENT**

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

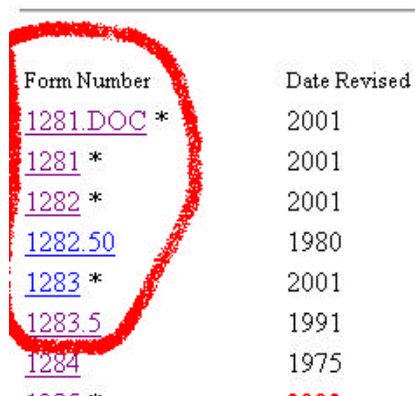
INSERT 2 PAGE DESCRIPTION OF ABUSE, DV 101 HERE

**CHILD CUSTODY, VISITATION
AND SUPPORT REQUEST
DV-105**

ACCESSING THE DOCUMENT IN THE COMPUTER

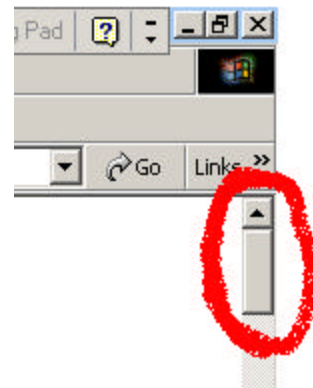
ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **"JUDICIAL COUNCIL FORMS"** on the screen.
 - a. Move cursor over **"JUDICIAL COUNCIL FORMS"** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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<u>1284</u>	1975
<u>1285</u>	----

Double click left button on mouse



**To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

**COMPLETING THE CHILD
CUSTODY, VISITATION &
SUPPORT REQUEST
DV-105**

**COMPLETING CHILD CUSTODY, VISITATION & SUPPORT REQUEST
DV-105**

CHILD CUSTODY, VISITATION AND SUPPORT: If you do not have children with the restrained person OR you are not asking the court to order custody, visitation and support, DO NOT COMPLETE THIS FORM.

This form is mandatory if you ARE asking for custody and visitation of children you have with the restrained person AND/OR if you are asking for child support.

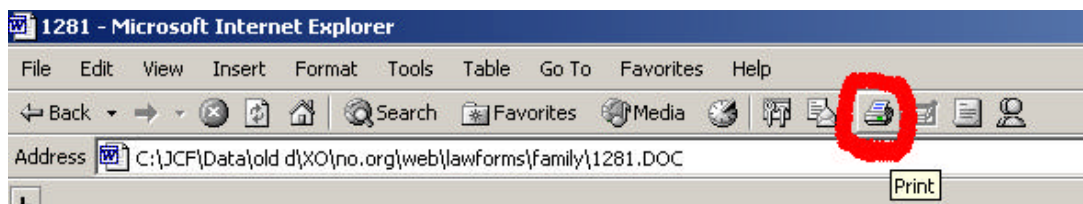
FORMS REVISED – MADE EASY: These forms were revised effective January 1, 2003 to make them very easy to understand and fill out. For this reason this manual does not provide step by step instructions for completing each form.

COMPLETE THE FORM: Make sure you complete all 3 pages. Type the forms, date, print your name and sign as indicated.

**PROOFREADING, PRINTING AND
SAVING
YOUR DOCUMENT**

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS.**"
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

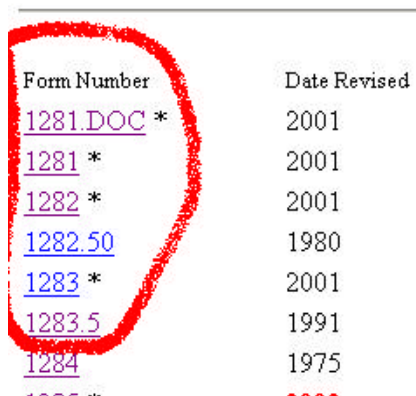
INSERT 3 PAGE CHILD CUSTODY, VISITATION & SUPPORT REQUEST
DV105

**TEMPORARY RESTRAINING
ORDER
DV-110**

ACCESSING THE DOCUMENT IN THE COMPUTER

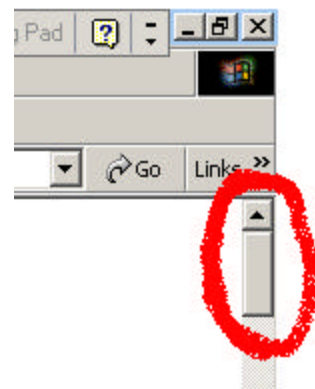
ACCESSING THE DOCUMENTS IN THE COMPUTER

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2. Select **"JUDICIAL COUNCIL FORMS"** on the screen.
 - a. Move cursor over **"JUDICIAL COUNCIL FORMS"** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1284	1975

Double click left button on mouse



**To scroll down, hold down left button
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OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.

7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE TEMPORARY RESTRAINING ORDER (CLETS) DV-110

**TEMPORARY RESTRAINING ORDER (CLETS)
DV-110**

TYPE THE FORM: You have followed the instructions for Accessing the Document and have the form DV-110, Temporary Restraining Order (CLETS) on the computer screen in front of you. You are now ready to type the document.

MANDATORY FORMS: This document contains the orders you want the court to make. This form is mandatory and must be used.

FORMS REVISED – MADE EASY: These forms were revised effective January 1, 2003, to make them very easy to understand and fill out. For this reason this manual does not provide step by step instructions for completing each form.

COMPLETE ALL 5 PAGES: Complete each area filling in the information requested. You can use the TAB key to move from one field to another and SHIFT and TAB together take you back to the previous field.

THIS FORM MUST MATCH THE INFORMATION PROVIDED IN THE REQUEST FOR ORDER: As you complete this form, keep in mind that the information in this form must match exactly the information you provided in the Request for Order.

This is a 5 page document make certain you complete each page carefully.

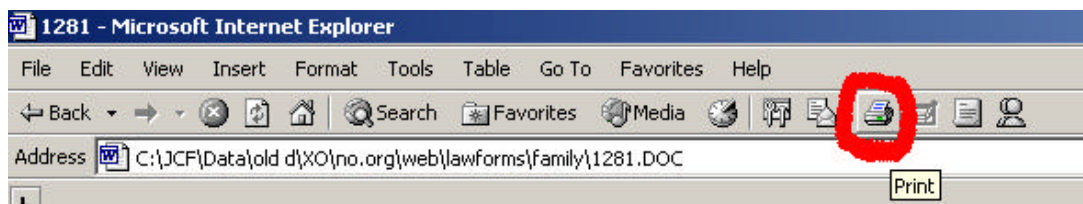
PRINT THE DOCUMENTS AND SIGN/DATE: Once you have completed the 4 pages, print the document using the instructions provided in the next section.

DO NOT SIGN OR DATE THIS FORM. THE JUDGE WILL SIGN/DATE.

**PROOFREADING, PRINTING AND
SAVING
YOUR DOCUMENT**

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 5 PAGE TRO DV-110

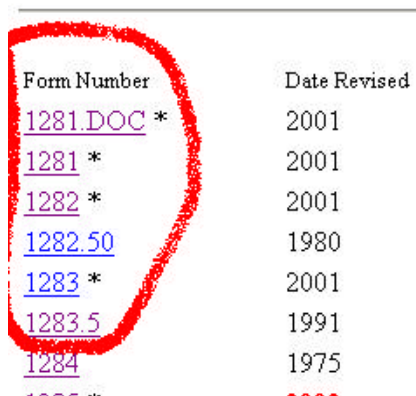
CHILD CUSTODY & VISITATION ORDER

DV-140

ACCESSING THE DOCUMENT IN THE COMPUTER

ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1281.DOC *	2001
1281 *	2001
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Double click left button on mouse



**To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.

7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE CHILD CUSTODY & VISITATION ORDER DV-140

**COMPLETING THE CHILD CUSTODY & VISITATION ORDER
DV-140**

CHILD CUSTODY, VISITATION AND SUPPORT: If you did not request child custody, visitation or child support in your Request for Order. DO NOT COMPLETE THESE FORMS.

This form is mandatory if you ARE asking for custody and visitation of children you have with the restrained person AND/OR if you are asking for child support.

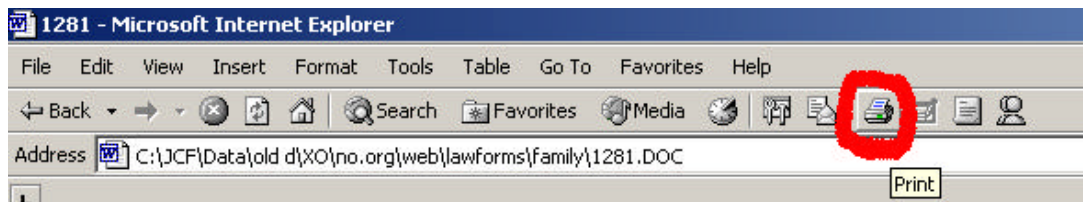
FORMS REVISED – MADE EASY: These forms were revised effective January 1, 2003 to make them very easy to understand and fill out. For this reason this manual does not provide step by step instructions for completing each form.

COMPLETE THE FORM: Make sure you complete both pages. Type the forms, date, print your name and sign as indicated.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

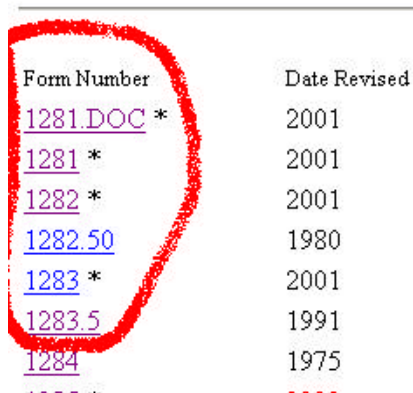
INSERT 2 PAGE CHILD CUSTODY & VISITATION ORDER DV-140 HERE

SUPERVISED VISITATION ORDER DV-150

ACCESSING THE DOCUMENT IN THE COMPUTER

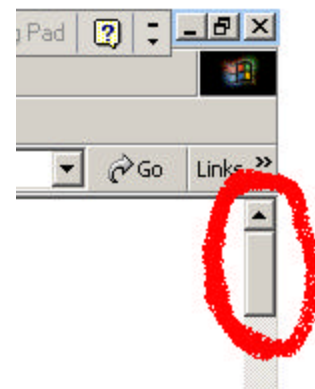
ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
1281.DOC *	2001
1281 *	2001
1282 *	2001
1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



**To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.

6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE SUPERVISED VISITATION ORDER

DV-150

**COMPLETING THE SUPERVISED VISITATION ORDER
DV-150**

SUPERVISED VISITATION ORDER: If you are not requesting supervised visitation, DO NOT COMPLETE THIS FORM.

This form is mandatory if you ARE asking for supervised visitation of children you have with the restrained person.

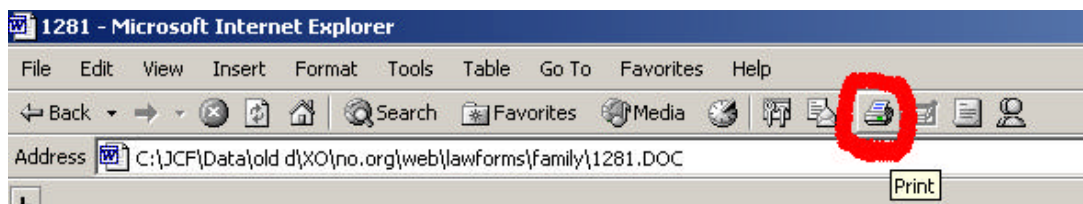
FORMS REVISED – MADE EASY: These forms were revised effective January 1, 2003 to make them very easy to understand and fill out. For this reason this manual does not provide step by step instructions for completing each form.

COMPLETE THE FORM: Make sure you complete the entire form. Type the forms, date, print your name and sign as indicated.

**PROOFREADING, PRINTING AND
SAVING
YOUR DOCUMENT**

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

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2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



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4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
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 - a. Click on **"FILE,"** in the upper left corner. Select **"SAVE AS."**
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select **"SAVE"**.

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE SUPERVISED VISITATION ORDER DV 150 HERE

DECLARATION RE APPLICATION FOR TEMPORARY ORDERS

LOCAL FORMS

**ACCESSING, COMPLETING
AND PRINTING
THE DECLARATION RE
APPLICATION FOR TEMPORARY
ORDERS**

(LOCAL FORM)

COMPLETING THE DECLARATION RE APPLICATION FOR TEMPORARY ORDERS (LOCAL FORM)

This is a local form and can be found on the court's web site at www.yubacourts.org. You can access this document on this computer by logging on to the internet. The computer will automatically go to the court's web site.

Double click on forms. Then double click on Local forms. Then double click on Declaration Re Application for Temporary Orders.

The document will appear on the screen ready to type.

This form is mandatory and is used to inform the court as to whether the Defendant(s) were given notice that you are submitting this restraining order. This is required under Rule 379 of the California Rules of Court.

If Defendant is represented by an attorney, you must give the attorney notice that you are submitting this paperwork.

1. **NAME OF PARTY OR ATTORNEY:** Type in Plaintiff's (your) Name and Address, including city, state and zip code. Telephone number is optional, however, you will need to provide it to the Clerk on a separate piece of paper in case the court needs to reach you.
2. **PLAINTIFF:** Type in the full name of the Plaintiff (your name). There may be more than one Plaintiff.

DEFENDANT: Type in the full name of Defendant(s).

**Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)**

3. **CASE NUMBER:** Leave this area blank – the Clerk will assign a case number later.

4. In the first blank - type in Plaintiff(s) name(s).

In the second blank - type in the name of Defendant(s).

In the third blank - type in the name of Defendant(s). This box indicates that to your knowledge, Defendant(s) do not have an attorney.

5. **NOTICE TO DEFENDANT(S):** Mark **ONLY ONE** of the three boxes.

DEFENDANT GIVEN NOTICE: The first box indicates that you notified the Defendant that you are submitting these papers.

Make sure you complete the entire area if this applies to your case.

UNABLE TO LOCATE DEFENDANT TO GIVE NOTICE: The second box indicates that you have been unable to locate the Defendant(s) to give notice that you are submitting these papers.

You must list all efforts made to locate Defendant(s).

DEFENDANT(S) NOT NOTICED: The third box indicates that it would be impractical or would result in irreparable injury to notice the Defendant(s).

You must given reasons for not giving Defendant(s) notice.

Print the form.

Sign and date the form.

SAMPLE DOCUMENT

INSERT 1 PAGE DECLARATION RE APPLICATION FOR TRO HERE (LOCAL FORM)

**DETERMINING WHETHER TO USE
THE FINANCIAL STATEMENT
SIMPLIFIED (FL-155)**

OR

**THE INCOME & EXPENSE
DECLARATION (FL-150)**

(IF YOU ARE NOT REQUESTING CHILD SUPPORT, SPOUSAL SUPPORT OR ATTORNEYS FEES & COSTS – SKIP THIS SECTION)

READ THE DV-570 INSTRUCTION SHEET TO DETERMINE WHICH FINANCIAL FORM IS APPROPRIATE

If you are not asking for spousal support, child support or attorney fees and costs, you do not need to submit a financial statement. You can skip this section.

Using the DV Packet you obtained from the Clerk's office, find the instruction sheet numbered DV-570 in the section labeled "Which Financial Form to Use: Financial Statement (Simplified) or Income & Expense Declaration?"

Read the form carefully to determine which financial form is appropriate for you. Follow the instructions in the next section to complete the form you have selected.

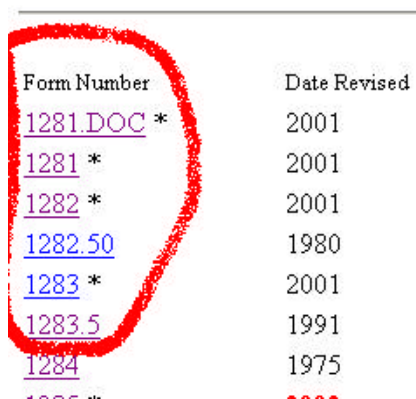
FINANCIAL STATEMENT (SIMPLIFIED)

FL-155

ACCESSING THE DOCUMENT IN THE COMPUTER

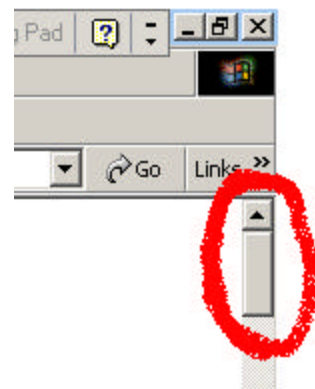
ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1284	1975
1285	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE FINANCIAL STATEMENT (SIMPLIFIED)

FL-155

FINANCIAL STATEMENT (SIMPLIFIED), Form FL-150

The areas in **red** correspond to the areas on the form that you will need to complete.

BEFORE completing this form you must determine if you are eligible for using this form or if you must complete the Income & Expense Declaration instead.

If you answer YES to any of the following questions, you may **NOT** use this form:

- * Are you asking for spousal support (alimony) or a change in spousal support?
- * Is your spouse or former spouse asking for spousal support (alimony) or a change in spousal support?
- * Are you asking the other party to pay your attorneys fees?
- * Is the other party asking you to pay that party's attorneys fees?
- * Do you receive money (income) from any source other than the following?
 - * Welfare (such as AFDC, GR or GA)
 - * Salary or Wages
 - * Disability
 - * Unemployment
 - * Worker's Compensation
 - * Social Security

**Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)**

* Retirement

* Are you self employed?

If you answered NO to all of the above, you may proceed with typing this form. If not, skip this section and proceed to the Income and Expense Declaration in the next section. You are not required to submit BOTH forms.

1. Select Form **FL-155 Financial Statement Simplified (Family Law)** using the instructions provided in the first section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **YOUR NAME AND ADDRESS** – Type in your name and complete address.
3. **TELEPHONE NUMBER** – Type in your telephone number or a message number.
4. **ATTORNEY FOR (NAME)** – Type in Pro Per.
5. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - b. **BRANCH NAME** – leave blank
6. **PETITIONER/PLAINTIFF** – Type in your complete name.
RESPONDENT/DEFENDANT – Type in your spouse's complete name.
7. **Item #1a** – X this box if your only source of income is AFDC, SSI or GA/GR.

If you mark this box, use TAB to skip to Item #8.
 - a. **Item #1b** – X this box if you have applied for AFDC, SSI or GA/GR.
8. **Item #2** – Type in the number of children from this relationship that you are the parent of whether natural or adopted children.

If you have no children, type in 0.
9. **Item #3a** – Type in the percentage of time these children are with you.

- a. **Item #3b** – Type in the percentage of time these children spend with the other parent.
- b. **Item #3c** – Type in your custody and visitation arrangement with the other parent, if you have one. Type in None if appropriate.

If you have no children, type in N/A or leave blank.

- 10. **Item #4** – Mark the box that corresponds to your tax filing status.
- 11. **Item #5** – Mark the box that corresponds to your source(s) of income and type in the monthly amount of that income.
- 12. **Item #6a –d** – Mark the box that corresponds to the monthly expenses for the children of this case and type in the monthly amount of those expenses.
- 13. **Item #7** – Mark this box if there are other minor children (not of this relationship) living with you. Indicate how many children and the total monthly expenses you incur & type in average monthly expenses.
- 14. **Item #8a –g** – Mark the boxes that correspond to average monthly amounts that you spend for each item.

Only mark those boxes that apply and fill in the amount as indicated.

Leave blank those areas that do not apply to you.

- 15. **Item #9** – Complete the requested information, marking the box that indicates whether this is your current employment OR your most recent employment (if you are not working at this time).
- 16. Complete Page 2 of the form.
- 17. **MARRIAGE OF** – type in last name, first name of parties.

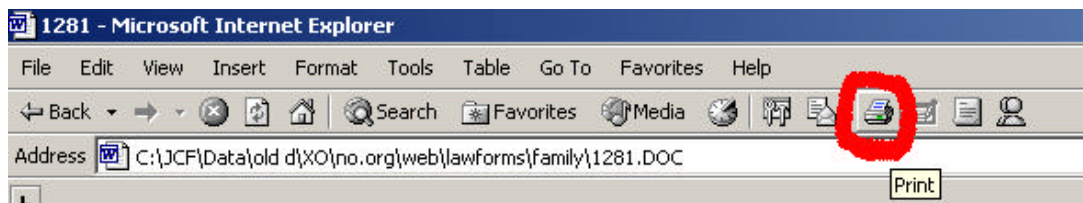
Example: DOE, Jane and John
- 18. **Item #10** – Type in your estimate of the other parent's gross monthly income (before taxes).
- 19. **Item #11** – If there is other information you want the court to know concerning CHILD SUPPORT only, type that information on a separate sheet of paper and attach.
- 20. **DATE** – type in the date.

21. **TYPE OR PRINT NAME** – type in your full name.
22. Mark the **Petitioner** box under the signature line.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on **"FILE,"** in the upper left corner. Select **"SAVE AS."**
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select **"SAVE"**.

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

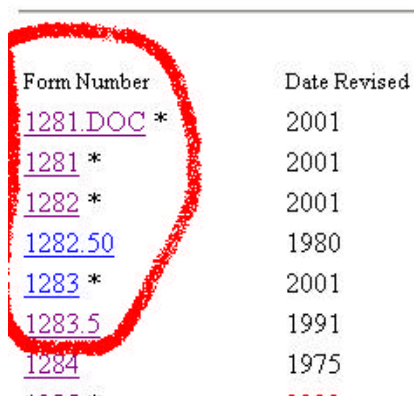
INSERT FINANCIAL STATEMENT SIMPLIFIED– 2 PAGES

**INCOME & EXPENSE
DECLARATION
FL-150**

ACCESSING THE DOCUMENT IN THE COMPUTER

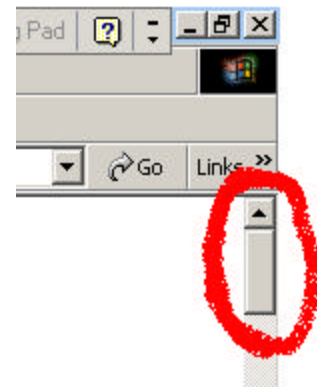
ACCESSING THE DOCUMENTS IN THE COMPUTER

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2. Select **“JUDICIAL COUNCIL FORMS”** on the screen.
 - a. Move cursor over **“JUDICIAL COUNCIL FORMS”** icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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1282.50	1980
1283 *	2001
1283.5	1991
1284	1975

Double click left button on mouse



**To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE INCOME & EXPENSE FORM FL-150

INCOME & EXPENSE DECLARATION, Form FL-150

The areas in **red** correspond to the areas on the form that you will need to complete.

If you have prepared the Financial Statement (Simplified), you are not required to complete this form.

1. Select Form **FL-150 Income & Expense Declaration (Family Law)** using the instructions provided in the previous section. Once the form appears on the screen you must type in the required information using TAB to move from one section to another. SHIFT TAB takes you back from one area to another. You may use all capital letters.
2. **ATTORNEY OR PARTY WITHOUT AN ATTORNEY (NAME & ADDRESS)** – type in your name, complete address and telephone number (or message number).
3. **ATTORNEY FOR** – type in Pro Per.
4. **SUPERIOR COURT OF CALIFORNIA, COUNTY OF** – Type in YUBA.
 - a. **STREET ADDRESS** – 215 FIFTH STREET
 - b. **MAILING ADDRESS** – 215 FIFTH STREET
 - c. **CITY AND ZIP CODE** – MARYSVILLE CA 95901
 - d. **BRANCH NAME** – leave blank

5. **PETITIONER/PLAINTIFF** – Type in your complete name.
RESPONDENT/DEFENDANT – Type in the other party's name.
6. There are 4 pages to this form 1) Income & Expense Declaration; 2) Income Information; 3) Expense Information; 4) Child Support Information.

You must complete the Income & Expense Declaration and Expense information forms in every situation.

If you are on AFDC, you are not required to complete the Income form.

If child support is not an issue (because you have no children), you are not required to complete the Child Support form.
7. **Step 1** – mark the boxes that correspond with the forms you will be completing.
8. **Step 2 – Item #1** – mark the box indicating your AFDC status - whether you are Receiving OR Applied for OR Intend to Apply for OR No.
9. **Item #2 – DATE OF BIRTH** – type in the MONTH/DAY/YEAR.
10. **Item #3 – OCCUPATION** – type in your occupation.
11. **Item #4 – HIGHEST YEAR OF EDUCATION** – type in High School Graduate OR Some College OR TYPE of Degree as appropriate.
12. **Item #5 – ARE YOU CURRENTLY EMPLOYED** – mark YES or NO as it applies to you.
 - a. **Item #5a(1)** – if yes – give the **NAME & ADDRESS OF EMPLOYER**.
 - b. **Item #5a(2)** – **MONTH/YEAR** you started work there.
 - c. **Item #5b(1)** – if you are not currently employed – when did you last work **MONTH/YEAR**.
 - d. **Item #5b(2)** – **GROSS MONTHLY INCOME**.
13. **Item #6** – Type in the **TOTAL NUMBER OF CHILDREN** you are legally obligated to support.

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

14. **Item #7 – NET MONTHLY DISPOSABLE INCOME** (from line 16a of Income Information). Complete this box AFTER you have completed the Income form.
15. **Item #8 – CURRENT NET MONTHLY DISPOSABLE INCOME** (complete only if different from Item #7).
16. **Item #9 – TOTAL MONTHLY EXPENSES** (from line 2q of the Expense form). Complete this box AFTER you have completed the Expense form.
17. **Item #10 – AMOUNT OF EXPENSE PAID BY OTHERS** – complete if appropriate.
18. **Item #11 – ESTIMATE OF OTHER PARTY'S GROSS INCOME** – type in your estimate of the other party's gross (before taxes) monthly income.
19. **DATE** and type in your **NAME**.
20. Continue to page 2, Income Information unless you are on AFDC then skip the Income Information and continue to page 3, Expense Information.
21. **INCOME INFORMATION** form, (page 2).

PETITIONER/PLAINTIFF – type in your name.

RESPONDENT/DEFENDANT – type in spouse's name.

INCOME INFORMATION OF (NAME): type in your name.

- a. **Items 1 through 21** – complete as each item applies to you.
- b. Remember to attach a copy of your three most recent pay stubs.

NOTE: For your own protection remove your social security number from any documents that are attached to your Income & Expense Declaration.

- c. Note the amount on line 16a. Go back to page 1, Income & Expense Declaration and place that amount on Line 7.
22. **EXPENSE INFORMATION** form, (page 3).

PETITIONER/PLAINTIFF – type in your name.

RESPONDENT/DEFENDANT – type in spouse's name.

INCOME INFORMATION OF (NAME): type in your name.

- a. **Items 1 through 4** – complete as each item applies to you.
 - b. Note the amount on line 2q. Go back to page 1, Income & Expense Declaration and place that amount on Line 9.
 - c. DO NOT SIGN THIS FORM as it requires the signature of an attorney if you are represented by one.
23. **CHILD SUPPORT INFORMATION**, (page 4).

DO NOT COMPLETE THIS FORM IF YOU DO NOT HAVE CHILDREN.

PETITIONER/PLAINTIFF – type in your name.

RESPONDENT/DEFENDANT – type in other party's name.

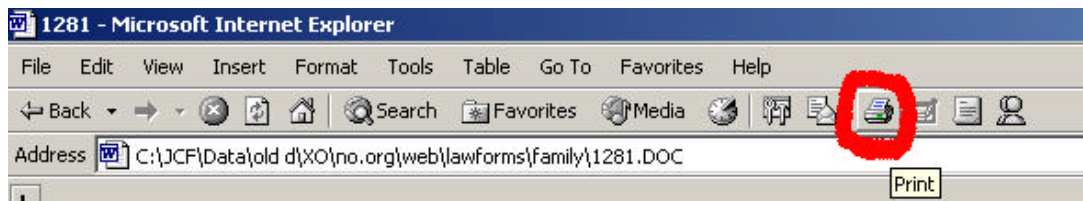
INCOME INFORMATION OF (NAME): type in your name.

- a. **Items 1 through 4** – complete as each item applies to you.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
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 - a. Click on **"FILE,"** in the upper left corner. Select **"SAVE AS."**
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select **"SAVE"**.

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT INCOME & EXPENSE DECLARATION – 4 PAGES

**I FILLED OUT THE FORMS –
NOW WHAT?**

I FILLED OUT THE FORMS – NOW WHAT?

In the packet you obtained from the Clerk's office turn to the section entitled, "I filled out the forms – now what?". Read this section carefully.

- 1. Review your documents carefully. Are they completed? Did you sign and date the Request for Order and the Declaration re Application for Temporary Orders?**
- 2. Organize your paperwork and ask the Clerk in the Self Help Center to make 2 copies of each document for you. Since this is a Domestic Violence Restraining Order your copies are free.**
- 3. Take the original and two copies to the Clerk's office in the courthouse to submit to the Judge.**
- 4. If you did not put your telephone number on your documents – provide the clerk with your telephone number in case they need to contact you.**
- 5. Ask the clerk when to come back or call to check on or pick up your restraining order. Normally, 24 hours unless submitted late on a Friday or day before a holiday.**
- 6. You cannot have the documents served until signed by the Judge and filed by the Clerk.**

**PICKING UP YOUR SIGNED AND
FILED RESTRAINING ORDER

AND

SERVICE ON DEFENDANT**

PICKING UP YOUR SIGNED AND FILED RESTRAINING ORDER

- 1. You can call the Clerk's Office at 749-7600, selection #5 for Domestic Violence then hit #0 (zero) to ask if your restraining order is ready for pick up.**
- 2. Pick up your restraining order from the "pro per" basket in the lobby of the Clerk's office.**
- 3. If the documents have been signed by the judge, given a case number, assigned a court date and filed, you are now ready to have your documents served.**

PREPARING DOCUMENTS FOR SERVICE ON DEFENDANT

PREPARING DOCUMENTS FOR SERVICE ON DEFENDANT

1. **ORGANIZE YOUR DOCUMENTS FOR SERVICE:** Separate your documents into two stacks. One to keep and one to have served on Defendant.

Defendant gets an endorsed filed copy of:

- a. Request for Order
- b. Temporary Restraining Order
- c. Declaration re Application for Temporary Orders
- d. Income & Expense Declaration (if filed)
- e. Financial Statement (Simplified) (if filed)

2. **OTHER DOCUMENTS TO BE SERVED ON DEFENDANT:** From the packet you previously obtained from the Clerk's Office, go the section labeled "This section contains additional forms to be served on restrained person with the Request for Order and Temporary Restraining Order".

Defendant gets served with the following documents (in addition to those form listed above):

- DV-540, Information for the Restrained Person
- DV-550, Get Ready for Your Hearing
- DV-120, Answer to Temporary Restraining Order

**DV-810, What Do I Do with my Gun or Firearm?
DV-800, Proof of Firearms Turn in or Sold
DV-250, Proof of Service by Mail
FL-150, Income & Expense Declaration
FL-155, Financial Statement (Simplified)**

Place all of these forms under the forms listed in Item #1.

- 3. CARRY A COPY OF THIS ORDER WITH YOU AT ALL TIMES:**
Make extra copies. Keep one copy with you at all times. Keep another in a safe place. Give a copy to anyone else protected by the order. Leave copies at the places where the restrained person is ordered not to go (your school, work, etc.). Give a copy to the security officers in your apartment and office buildings.

HAVING THE RESTRAINED PERSON SERVED

HAVING THE RESTRAINED PERSON SERVED

You cannot serve the Restrained Person or have the Restrained Person served by mail. Personal service is required.

1. **SERVE THE RESTAINED PERSON:** Ask someone you know, a process server or law enforcement to personally “serve” (give) the restrained person a copy of all the documents outlined in the previous section.

The person serving must:

Be 18 years old or older

Not be protected by this restraining order

2. **SERVICE BY LAW ENFORCEMENT:** Yuba County Sheriff’s Department, Civil Division on the second floor can serve these papers free of charge. If law enforcement or the process server uses a different Proof of Service form, make sure it lists ALL the forms that were served.
3. **HOW TO SERVE:** Ask the person serving to:
 - a. Walk up to the person to be served.
 - b. Make sure it is the right person. Say the person’s name: “Are you John Doe?” or “Hi, John Doe”.

- c. Give copies of ALL the documents checked on the DV-200, Proof of Service form.
 - d. Fill out the Proof of Service form DV-200 making sure to sign and date it.
 - e. Give the signed Proof of Service to you to file with the clerk's office.
- 4. **WHAT IF THE DEFENDANT (PERSON TO BE RESTRAINED) WON'T TAKE THE PAPERS OR TEARS THEM UP?:**
 - a. If the restrained person refuses to take the papers, just leave them near the person.
 - b. It doesn't matter if the restrained person tears them up.
- 5. **WHO SIGNS THE PROOF OF SERVICE?:** Only the person serving can sign the proof of service form. You and the restrained person cannot sign the form.
- 6. **WHEN DO THE ORDERS HAVE TO BE SERVED?:**
 - a. Yuba County automatically shorts sets the hearing date so you get to go to court as soon as possible.
 - b. Defendant/Restrained Person must be served at least 2 days prior to the hearing date.
- 7. **WHY DO I HAVE TO GET THE ORDERS SERVED?:**
 - a. The police cannot arrest anyone for violating an order unless that person knows about the order.
 - b. The judge cannot make the orders permanent unless the restrained person was served.
- 8. **WHAT DO I DO WITH THE COMPLETED PROOF OF SERVICE FORM?:**
 - a. Make at least 2 copies.
 - b. File the original and the copies with the clerk's office. The clerk will give you back all the copies stamped.
 - c. Always keep a copy with you and bring one to your hearing.

9. **ENTRY INTO CLETS:** CLETS is a special statewide law enforcement computer system that lets police all over the state find out about your Order. The Clerk automatically delivers a copy of your Order to the Yuba County Sheriff's Department for entry into CLETS. You do not have to provide additional copies.

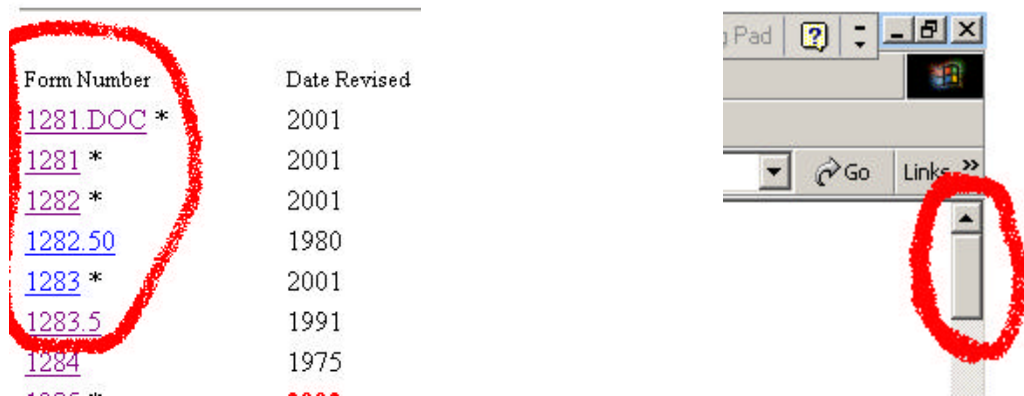
PROOF OF SERVICE DV-200

ACCESSING THE DOCUMENT IN THE COMPUTER

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ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Double click left button on mouse

**To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE PROOF OF SERVICE DV-200

PROOF OF SERVICE, DV-200

FORMS REVISED – MADE EASY: These forms were revised effective January 1, 2003, to make them very easy to understand and fill out. For this reason this manual does not provide step by step instructions for completing each form.

COMPLETE THE FORM: Make sure you complete the entire form.

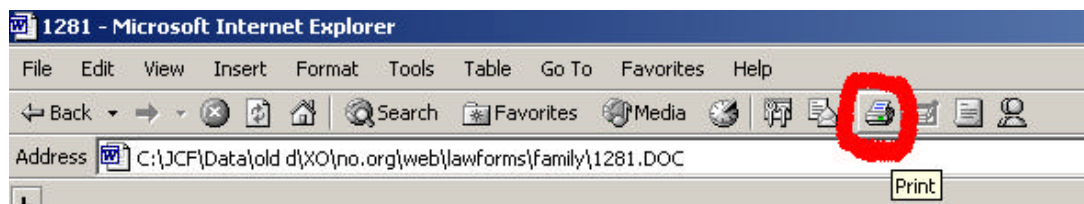
Item #5, 6 and 7 must be completed by the person serving the documents for you. These items can be handwritten.

PROOFREADING, PRINTING AND

SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on **"FILE,"** in the upper left corner. Select **"SAVE AS."**
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select **"SAVE"**.

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE DV-200, PROOF OF SERVICE (IN PERSON) FORM

GETTING READY FOR YOUR HEARING (PROTECTED PERSON)

DV-520

GET READY FOR YOUR HEARING, DV-520

**This form is located in the packet that you obtained from the Clerk's office.
Read the form carefully as it contains information that is useful to you.**

SAMPLE DOCUMENT

INSERT 2 PAGE – DV-520, GET READY FOR YOUR HEARING (FOR
PROTECTED PERSON)

HOW TO ENFORCE YOUR ORDER

DV-530

HOW TO ENFORCE YOUR ORDER, DV-530

This form is located in the packet that you obtained from the Clerk's office. Read the form carefully as it contains information that is useful to you.

SAMPLE DOCUMENT

INSERT 1 PAGE – DV-530, HOW TO ENFORCE YOUR ORDER

HOW TO REISSUE A TEMPORARY RESTRAINING ORDER

DV-126

**Use this form if you could not get the
Restrained Person served before the
hearing.**

ACCESSING THE DOCUMENT

IN THE COMPUTER

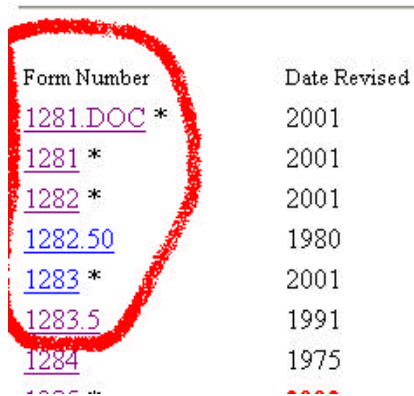
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ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<u>1281.DOC</u> *	2001
<u>1281</u> *	2001
<u>1282</u> *	2001
<u>1282.50</u>	1980
<u>1283</u> *	2001
<u>1283.5</u>	1991
<u>1284</u>	1975
<u>1285</u>	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE

REISSUE TEMPORARY RESTRAINING ORDER DV-126

COMPLETING AND FILING THE REISSUE TEMPORARY RESTRAINING ORDER DV-126

1. **WHEN TO USE THIS FORM:** If you are unable to serve the Restrained Person prior to the hearing date, this form is used to

continue your temporary restraining order and obtain a new hearing date.

2. **NEW HEARING DATE ASSIGNED:** You can ask the Judge for the Reissuance on or before the date of the hearing.

If you request a reissuance at the hearing, the Judge will normally give you a new hearing date and mediation orientation date/time. Be sure to include the new hearing date on your form.

If no new date was assigned, the Clerk will stamp the new date, time and department on your form when you submit it for filing.

3. **COMPLETE THE REISSUE FORM:** Complete all areas on the reissue form and make two copies.
4. **SUBMIT FORM TO CLERK:** Submit the original plus two copies to the Clerk's office. The reissue form requires the Judge's signature so you will have to pick it up later. Normally 24 to 48 hours after submission.

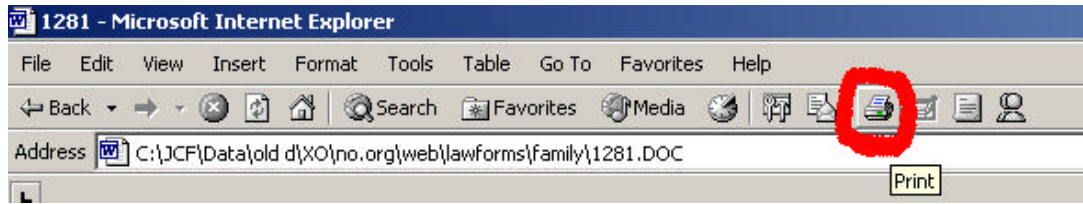
PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
- Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - At **FILE NAME** – NAME YOUR FILE.
 - Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE DV-560, DV REISSUE FORM

SERVING THE REISSUANCE FORM WITH THE TEMPORARY RESTRAINING ORDER

SERVING THE RESTRAINED PERSON: Attach a filed copy of the reissue form to the front of each copy of the Temporary Restraining Order. Then have the appropriate documents served on the Restrained Person following the instructions provided earlier in this manual.

**RESTRaining ORDER
AFTER HEARING
DV-130**

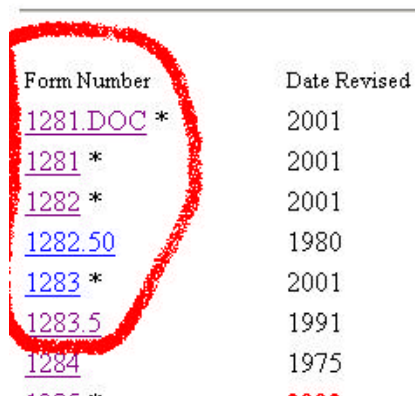
ACCESSING THE DOCUMENT IN THE COMPUTER

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ACCESSING THE DOCUMENTS IN THE COMPUTER

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<u>1281.DOC</u> *	2001
<u>1281</u> *	2001
<u>1282</u> *	2001
<u>1282.50</u>	1980
<u>1283</u> *	2001
<u>1283.5</u>	1991
<u>1284</u>	1975

Double click left button on mouse



**To scroll down, hold down left button on mouse and move the bar down
OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

**COMPLETING THE
RESTRAINING ORDER
AFTER HEARING
DV-130**

COMPLETING THE RESTRAINING ORDER AFTER HEARING, DV-130

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

The Restraining Order After Hearing is prepared by you after the hearing so you have an order, signed by a judge, that is enforceable by law enforcement.

1. **OBTAIN COPY OF MINUTES:** Obtain a copy of the court's minutes for your hearing. You will need that to prepare your Order After Hearing.
2. **OTHER FORMS TO ATTACH:** Depending on your specific case and what orders were made in court, you may have to prepare other forms as outlined below, to attach to the Order After Hearing.

ORDERS MADE	FORM TO PREPARE
Child Custody & Visitation	DV-140, Child Custody or Visitation
Child Support	DV-160, Child Support Order FL-191, Child Support Case Registry Form
Payment of debts, payments for costs & services, attys fees or property control	DV-170, Other Orders

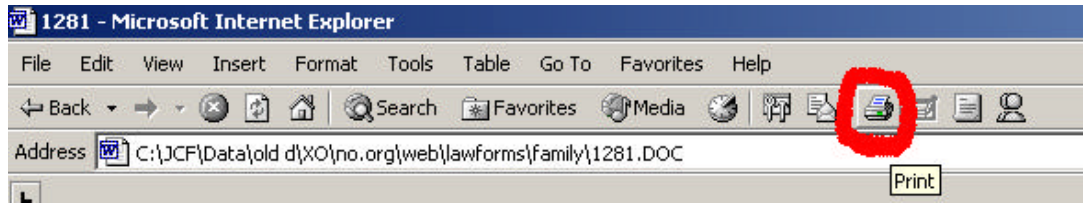
3. **COMPLETE THE 5 PAGE ORDER AFTER HEARING, DV-130:** The pages are numbered to help you keep them in order. Read all of the instructions on the forms and complete all areas that apply to you. The Order After Hearing must match the Minutes exactly.
4. **COMPLETE THE ADDITIONAL FORMS LISTED IN ITEM #2 ABOVE IF THEY APPLY TO YOUR CASE:** Using the Minutes as a guide include all forms as they apply to your case. The forms must match the minutes exactly. If a Mediation Parenting Plan is attached to the Minutes, it must be attached to your Order After Hearing.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 5 PAGE, DV-130, ROAH
 2 PAGE, DV-140, CHILD CUSTODY AND VISITATION ORDER
 1 PAGE, DV-150, SUPERVISED VISITATION ORDER

**Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)**

8 PAGE, DV-160, CHILD SUPPORT ORDER
1 PAGE, DV-170, OTHER ORDERS

TOTAL 17

OBTAINING THE JUDGE'S SIGNATURE ON THE ORDER AFTER HEARING

OBTAINING THE JUDGE'S SIGNATURE ON THE ORDER AFTER HEARING

**Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)**

After preparing the Order After Hearing and attachments, make two copies.

Take the original and two copies to the Clerk's office and submit for Judge's signature.

Order After Hearing will be ready for pick up in 24 to 48 hours.

SERVING THE ORDER AFTER HEARING

SERVING THE ORDER AFTER HEARING

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

YOUR SITUATION	SERVE ORDER AFTER HEARING BY MAIL OR PERSONAL
Both the Protected & Restrained Person were present in court	No other proof of service needed
Protected Person present in court; Restrained Person was not; Proof of Service was filed by Protected Person	If the orders made are EXACTLY what you asked for – service by mail is appropriate. If the orders are different then personal service is required.
Protected and restrained party agree to this order in writing	No other proof of service needed.

If you are required to serve the Restrained Person by mail, follow the instructions in the next section for Proof of Service By Mail.

If you are required to serve the Restrained Person by personal service – follow the instructions for service contained earlier in this manual.

PROOF OF SERVICE BY MAIL

DV-250

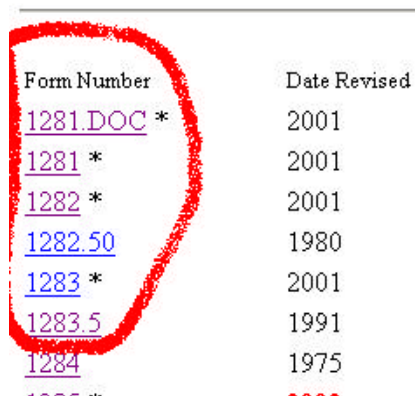
ACCESSING THE DOCUMENT IN THE COMPUTER

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ACCESSING THE DOCUMENTS IN THE COMPUTER

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<u>1281.DOC</u> *	2001
<u>1281</u> *	2001
<u>1282</u> *	2001
<u>1282.50</u>	1980
<u>1283</u> *	2001
<u>1283.5</u>	1991
<u>1284</u>	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE PROOF OF SERVICE DV-250

PROOF OF SERVICE BY MAIL, DV-2500

**Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)**

COMPLETE THE FORM: Make sure you complete the entire form.

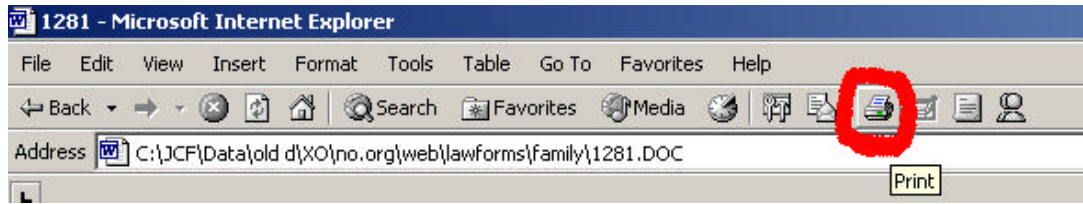
Item #5, 6 and 7 must be completed by the person serving the documents for you. These items can be handwritten.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE DV-250, PROOF OF SERVICE (BY MAIL) FORM

REQUEST TO RENEW RESTRAINING ORDER DV-700

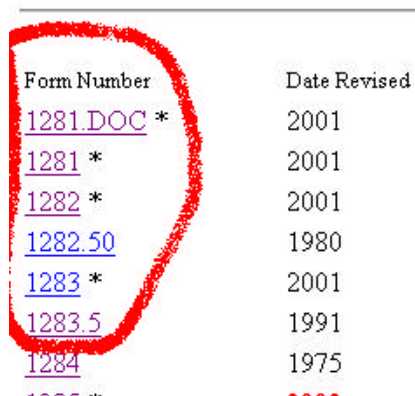
ACCESSING THE DOCUMENT IN THE COMPUTER

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ACCESSING THE DOCUMENTS IN THE COMPUTER

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<u>1281.DOC *</u>	2001
<u>1281 *</u>	2001
<u>1282 *</u>	2001
<u>1282.50</u>	1980
<u>1283 *</u>	2001
<u>1283.5</u>	1991
<u>1284</u>	1975

Double click left button on mouse



**To scroll down, hold down left button on mouse and move the bar down
OR
Use wheel on mouse**

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE REQUEST TO RENEW RESTRAINING ORDER DV-700

**COMPLETING THE REQUEST TO RENEW RESTRAINING ORDER
DV-700**

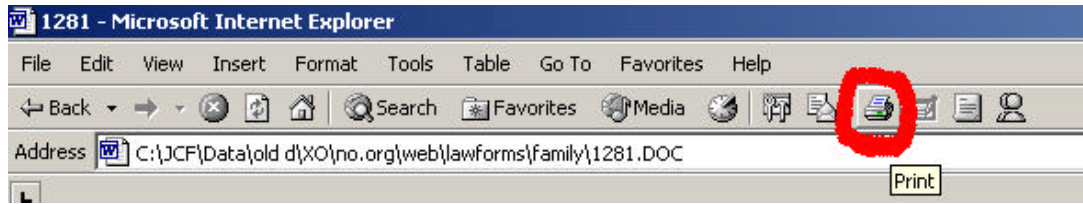
- 1. MUST BE REQUESTED PRIOR TO EXPIRATION OF RESTRAINING ORDER:** The expiration date for your Order After Hearing is located on page 1 under item #4.
- 2. HOW LONG CAN THE ORDER BE EXTENDED?:** For up to three years or permanently as ordered by the court.
- 3. COMPLETE THE FORM:** Type up the form.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE DV-700, REQUEST TO RENEW RESTRAINING ORDER

**NOTICE OF HEARING TO RENEW
RESTRAINING ORDER
DV-710**

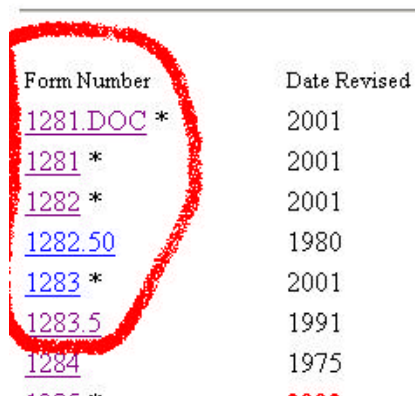
ACCESSING THE DOCUMENT IN THE COMPUTER

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ACCESSING THE DOCUMENTS IN THE COMPUTER

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select “**JUDICIAL COUNCIL FORMS**” on the screen.
 - a. Move cursor over “**JUDICIAL COUNCIL FORMS**” icon
 - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<u>1281.DOC</u> *	2001
<u>1281</u> *	2001
<u>1282</u> *	2001
<u>1282.50</u>	1980
<u>1283</u> *	2001
<u>1283.5</u>	1991
<u>1284</u>	1975

Double click left button on mouse



To scroll down, hold down left button
on mouse and move the bar down
OR
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

COMPLETING THE NOTICE OF HEARING TO RENEW RESTRAINING ORDER DV-710

**COMPLETING THE NOTICE OF HEARING TO
RENEW RESTRAINING ORDER & SUBMITTING FOR SIGNATURE**

DV-710

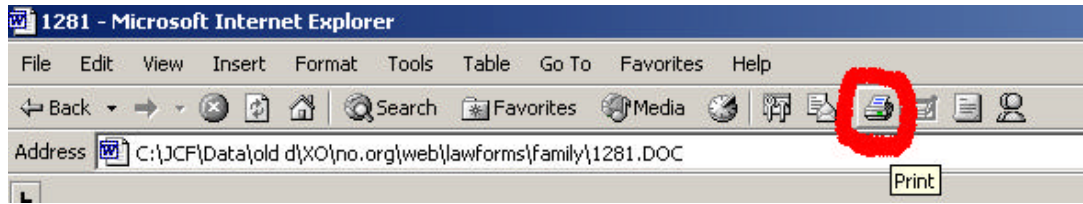
1. **COMPLETE THE FORM:** Type up the form.
2. **LEAVE THE HEARING DATE BLANK:** The Clerk will complete the hearing date, time and department.

PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

Yuba County Superior Court – Self Help Center
Domestic Violence Restraining Order (CLETS)

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and **PROOFREAD** again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
 - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
 - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
 - c. At **FILE NAME** – NAME YOUR FILE.
 - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
 - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

SAMPLE DOCUMENT

INSERT 1 PAGE DV-700, REQUEST TO RENEW RESTRAINING ORDER

FILING THE REQUEST TO RENEW RESTRAINING ORDER AND NOTICE OF HEARING TO RENEW RESTRAINING ORDER

**FILING AND SERVING THE REQUEST TO RENEW RESTRAINING ORDER
AND NOTICE OF HEARING TO RENEW RESTRAINING ORDER**

1. **SUBMITTING TO CLERK FOR JUDGE’S SIGNATURE:** There are no fees for filing these documents. Submit the original and two copies to the Clerk. The Clerk will stamp the hearing date, time and department and forward to Judge for signature.
2. **PICK UP DOCUMENTS IN 24 TO 48 HOURS:** Pick up your documents within 24 to 48 hours. Have the documents served on the Restrained Person in the same manner as the original Order.
3. **FILE PROOF OF SERVICE WITH CLERK PRIOR TO HEARING:** See the earlier section of this manual for serving on Restrained Person. Make sure you file the Proof of Service prior to the hearing date.
4. **APPEARANCE IN COURT:** If you do not show up for court, the judge could drop your matter from calendar. It is very important to appear in court if you want your Restraining Order extended.

ORDER AFTER HEARING

ORDER AFTER HEARING

PREPARE & SUBMIT ORDER AFTER HEARING: After the hearing, if the Judge grants your request for renewal, you must prepare the Order After Hearing as outlined in this manual, and submit it for Judge's signature.